

Advance

Fall 2010

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GEORGIA SOUTHERN CONTINUING EDUCATION CENTER

Advance.

FALL CATALOG 2010

<http://ceps.georgiasouthern.edu/conted>

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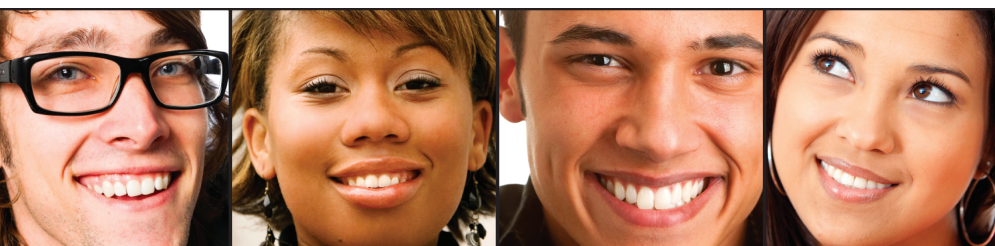
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Located on the campus of Georgia Southern University, the state-of-the-art Nessmith-Lane facility offers all of the services of a first-rate conference center. Featuring multiple meeting rooms to accommodate nearly any size of conference, meeting or event, the facility is equipped with wireless Internet access and “smart classroom” technology.

As a unit of the Division of Continuing Education and Public Service, the Nessmith-Lane Continuing Education Building is the campus’ premiere site for community and regional rental events.

Our building’s amenities include:

- Wireless computer access
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- 376-seat auditorium
- Catering services
- Exhibit hall
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- Telecommunications for distance learning
- Trained technicians
- Conference planning and services
- Convenient free parking

Whether you are planning a regular monthly meeting, executive retreat, workforce training, a major regional conference, party, reunion or wedding reception, Nessmith-Lane’s friendly and knowledgeable staff is focused on handling all the details. Our professional staff will ensure an outstanding experience.

For more information on how to book your event at the Nessmith-Lane Continuing Education Center, please contact Margaret Lee-Jones at 912.478.1753 or leejones@georgiasouthern.edu or visit www.georgiasouthern.edu/nessmith-lane

GEORGIA SOUTHERN UNIVERSITY’S CONTINUING EDUCATION CENTER WANTS TO HELP YOU ACHIEVE SUCCESS IN LIFE.

Whether you are looking for leadership training or ballroom dancing, online real estate courses or the travel opportunity you’ve been seeking, please come to us for your personal and professional development. Visit <http://ceps.georgiasouthern.edu/conted> for updates and new courses.

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Contact us.

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If you would like to place an ad in a future issue of this publication, please call 912.478.1222 for more information.

Division of Continuing Education & Public Service

**your source for creative programming
cultural enrichment
& community events**



Botanical Garden

georgiasouthern.edu/garden

Big changes have been happening at the Garden!
Heritage Pavilion and Farmyard available for event rental!
Weather Vane Barn Exhibit

- 11-acre garden is a research and educational resource for the region.
- Teaches thousands of school children annually from seven county region.
- Regional resource for elementary science education and teacher training.
- 50,000 benefit from Garden programs and events.
- Festivals and plant sales: Fall **Gardenpalooza** & Spring **Whirligig**
- Spring **Wine, Moonlight & Magnolias**
- 15,000 annual visitors.

Museum

georgiasouthern.edu/museum

Home to the most important fossil ever found in the state of Georgia!

Our changing exhibits always offer something **NEW**.
Our educational programs have been reaching teachers & students in more than 28 counties both in the classroom and at the museum.

- Hosts a variety of exhibits and educational programs designed to encourage lifelong learning.
- 26,000 annual visitors.
- Georgia counties served by outreach programs Projects SENSE and BESST: 28.
- K-8 school students served by outreach programs: 7351.



Coastal Georgia Center

georgiasouthern.edu/cgc

Our Savannah hot spot for meetings, conferences, workshops, graduate courses, and much more.

Free parking, auditorium seating for 350+, catering services, state-of-the-art technology, WiFi, laptop computers, computer labs, distance learning, video conferencing, and on-site technical assistance.



Performing Arts Center

georgiasouthern.edu/pac

Our beautiful 825 seat theater brings the best of Broadway, and so much more, directly to you!

- The 34,000-square-foot Performing Arts Center is located adjacent to the Nessmith-Lane Continuing Education Building.
- Presents an annual world-class season of renowned national and international touring artists, Broadway shows and School Matinee Series.
- Welcomed more than 57,000 audience members.
- Includes an orchestra shell and pit, five dressing rooms, box office; and sound, lighting, and fly systems.



Continuing Education Center

Professional, Personal, & just plain FUN!

More than 19,801 individuals have been involved in lifelong learning. 283 professional development programs. Coordinated 63 personal development programs. Provided training for professionals which resulted in 7746 hours of credit (PLU's). Nearly 200 students completed non-credit online courses. Generated 12,374

CEU's through a total of 275 programs.



Wildlife Center

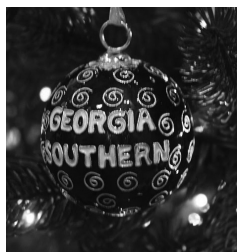
georgiasouthern.edu/wildlife

Enjoy the activities and excitement that only the Wildlife Center can provide!

- 18 beautiful acres in the heart of Georgia Southern University.
- 165,000 annual visitors through general admission and off-site outreach programs.
- More than 10,000 school students served annually by on-site field trips.
- Home of "Freedom", the Georgia Southern University's mascot, as well as 85 birds, 67 reptiles, 70 amphibians, and 8 mammals.
- Facilities available for year-round event rental.
- The Wetland Preserve features 15,500 square feet of nature trails.
- Raptor Walkway, Wetland Preserve, Campground, Waterfowl, Amphibian and Reptile exhibits, Playground, Campground, and so much more.



For dates, times, admissions and all the INFORMATION visit ceps.georgiasouthern.edu

FESTIVAL OF TREES**Dates:** Monday through Saturday, 11/15/2010 to 11/20/2010**Time:** 1:00 PM – 6:00 PM daily • 11:00 AM – 6:00 PM (11/20 only)**Location:** Nessmith-Lane Building**Cost:** No charge for public viewing**For more information,** please call Kelly Pye at 912.478.7977 or 912.478.5551 or kpye@georgiasouthern.eduAccess the Continuing Education Center web site for details at <http://ceps.georgiasouthern.edu/conted/festivaloftrees.html>

PAYMENT: REGISTER BY TELEPHONE 912.478.5551 • REGISTER BY FAX 912.478.0847
 REGISTER ON LINE AT <http://ceps.georgiasouthern.edu/conted/festivaloftrees.html>

Name of Designer _____

Company Affiliation (if applicable) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____

<i>I agree to design and decorate the following item(s) for the Festival of Trees:</i>		Amount
Large Trees 7' and over	<input type="checkbox"/> No Charge (if donated for raffle)	
	<input type="checkbox"/> \$100 display only	
Medium Trees 4' to 6'	<input type="checkbox"/> No Charge (if donated for raffle)	
	<input type="checkbox"/> \$50 display only	
Small Trees 3'	<input type="checkbox"/> No Charge (if donated for raffle)	
	<input type="checkbox"/> \$25 display only	
Wreath	<input type="checkbox"/> No Charge (raffle only)	
Gingerbread House	<input type="checkbox"/> No Charge (please check box to participate)	
Exhibitor Tables (Skirted)	<input type="checkbox"/> \$55 for first exhibitor table	
	<input type="checkbox"/> \$45 for each additional exhibitor table	
Total Number of Tables		
Indicate Total HERE →		

Please print designer name AS IT IS TO APPEAR ON SIGN

Title of designed items: (i.e. "White Christmas", "A Jingle Bell Holiday", "The Tribute Tree", "Regal Red", etc.)

Description

Required Signature

Date

PAYMENT METHOD☐ VISA or ☐ MASTERCARD ☐ PERSONAL or ☐ CORPORATE

Card Number _____

Expiration Date _____ V-code _____

Print Name on Card _____

☐ A check is enclosed (payable to Georgia Southern University)☐ A Letter of Intent or Purchase Order is enclosed-with billing address

The mission of the **Festival of Trees** is to host and promote an enjoyable event that brings together family and community. The Festival will feature a public display of many one-of-a-kind, uniquely decorated trees and wreaths, a Gingerbread Village, children's activities and a hand-selected commercial exhibit area. Many of the trees on display, including themed trees and wreaths, will be available for raffle, with proceeds from the raffle going to Christmas in the Boro and Bulloch Toys for Tots. The raffle drawing will be held on Saturday, November 20, 2010 at 6:00 PM.

Please return the completed registration form with check (payable to Georgia Southern University) or VISA or MASTERCARD number and expiration date to:

Continuing Education Center
 Festival of Trees Registration

P.O. Box 8124

Statesboro, GA 30460-8124

or FAX to: 912.478.0847

• LARGE TREES: 7' and over
 Tree for Raffle (No Charge)
 Tree for display only: \$100

• MEDIUM TREES: 4' - 6'
 Tree for Raffle (No Charge)
 Tree for display only: \$50

• SMALL TREES: 3'
 Tree for Raffle (No Charge)
 Tree for display only: \$25

• WREATH
 Raffle ONLY

• GINGERBREAD HOUSE
 There will be no charge for displaying a gingerbread house.

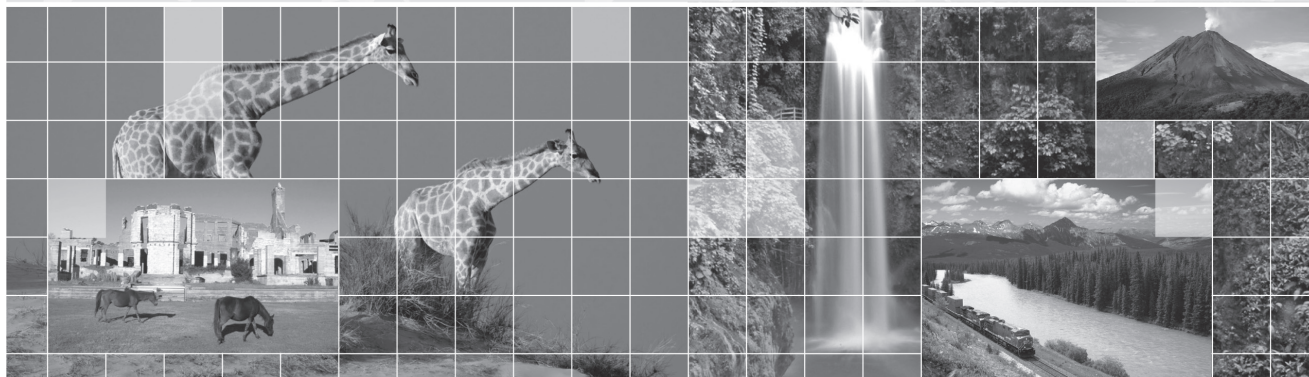
• EXHIBITOR TABLES (skirted)
 One six-foot table: \$55
 Additional Tables: \$45 per table

• SPONSORSHIPS
 Gold \$250.00 and more
 Silver \$100.00
 Bronze \$50.00

REFUND POLICY
 No refunds will be given

THE FLYING EAGLES

GEORGIA SOUTHERN UNIVERSITY TRAVEL PROGRAM



DAY TRIPS EVENTS INTERNATIONAL EXCURSIONS NORTH AMERICAN EXPLORATION VACATION

CUMBERLAND ISLAND • 10AACCE4064A • TRIP NUMBER 5529

This delightful experience begins with an early morning departure from Statesboro via deluxe motor coach en route to St. Mary's where you board a ferry to Cumberland Island. Cumberland is the largest and southernmost of Georgia's barrier islands and is now proclaimed a national seashore.

Date: Tuesday, 9/7/2010 • **Time:** 6:00 AM to 9:30 PM • **Cost:** \$129 per person

ATLANTA BRAVES VS. ST. LOUIS CARDINALS • 10AACCE4065A • TRIP NUMBER 5552

Join the University's Continuing Education Department as we travel to Atlanta to cheer on the Braves as they play the St. Louis Cardinals at Turner Field. See these two baseball powerhouses clash in regular season play as they work towards another World Series.

Date: Sunday, 9/12/2010 • **Time:** 7:00 AM to 9:00 AM, game time 1:35 PM • **Cost:** \$99 per person

THE KING AND I – ALHAMBRA THEATRE • 10BACCE4067A • TRIP NUMBER 5536

Written by Richard Rodgers and Oscar Hammerstein II, this Tony Award winning musical follows widowed English teacher Anna Leonowens to her new posting as tutor to the Siamese king's formidable mob of children. The collision of East and West affords its winning mixture of drama and humor, and the friendship that grows between the king and the teacher provides a poignant, unfulfilled romance between the two protagonists.

Date: Saturday, 10/16/2010 • **Time:** 7:00 AM to 9:00 PM • **Cost:** \$99 per person

ST. AUGUSTINE HIGHLIGHTS • 10BACCE4068A • TRIP NUMBER 5539

Travel with us to America's Oldest City! On a narrated Sight Seeing Tram Ride, visit the giant cross that marks where the Spanish first stepped foot on Florida's coast, and discover the history of "Tabby" and of railroad tycoon Henry Flagler. There will also be plenty of time to visit the shops along historic St. George Street.

Date: Monday, 11/8/2010 • **Time:** 7:00 AM to 9:00 PM • **Cost:** \$99 per person

IT'S A WONDERFUL LIFE – ALHAMBRA THEATRE • 10BACCE4070A • TRIP NUMBER 5544

A story of a man's close encounter with his guardian angel proves to him how precious life is. Through flashbacks of the man's life, the angel shows him all the people whose lives he has touched and the difference he has made to the community in which he lives.

Date: Saturday, 12/11/2010 • **Time:** 7:00 AM to 9:00 PM • **Cost:** \$99 per person

OVERNIGHT TRIPS

DILLARD HOUSE AND HIAWASSEE FALL FESTIVAL 2010

10BACCE4066A • TRIP NUMBER 5533

Enjoy spectacular scenery, live music, and great food during a two-night stay at the Dillard House of North Georgia. Come with us to Toccoa Falls, Tallulah Gorge, and the Hiawassee Annual Fall Festival. Other attractions include Oktoberfest activities in Helen and the Babyland General Hospital in Cleveland where the Cabbage Patch Dolls are born and named.

Dates: Tuesday to Thursday, 10/12/2010 to 10/14/2010

Cost: \$569 per person based on double occupancy

For a complete listing of all the Flying Eagles Travel Trips please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/travel.html>

CALLAWAY GARDENS FANTASY IN LIGHTS

10BACCE4069A • TRIP NUMBER 5706

Join us on this two-day Christmas tour to West Georgia's Callaway Gardens for their annual Fantasy in Lights Celebration. Other features include Callaway Garden's Day Butterfly House, the Conservatory featuring its annual display of poinsettias, superior accommodations and service at the Callaway Inn, and a visit to FDR's Little White House in Warm Springs.

Dates: Wednesday to Thursday, 12/01/2010 to 12/02/2010

Cost: \$279 per person based on double occupancy

Modern motor coach transportation will be provided for all tours conducted by Kelly Tours. The motor coach will be operated by an experienced driver and equipped with DVD player and restroom. Accommodations vary. Most trips include round-trip transportation, lunch, and admission to advertised tours and events.

KELLY
GROUP TRAVEL SPECIALIST


**COLLETTE
VACATIONS**

HOLIDAY AT THE WALDORF

10BACCE4062A • TRIP NUMBER 394872

Settle in for four nights at the magnificent Waldorf Astoria for a getaway filled with shopping, sightseeing, and endless entertainment. Attractions include aspiring landmarks such as the Statue of Liberty, Radio City Music Hall's Christmas Spectacular featuring the Rockettes, and lunch at the world-famous Tavern on the Green.

Dates: Monday to Friday, 12/6/2010 to 12/10/2010

COSTA RICA: A WORLD OF NATURE

11CACCE4060A • TRIP NUMBER 394583

Costa Rica has some of the world's grandest adventures and scintillating culture. During your eleven day stay, you will explore tropical rain forests, visit a local school and the students, and experience a bird watching excursion.

Dates: 1/17/2011 to 1/27/2011

SPECTACULAR SOUTH AFRICA

11CACCE4061A • TRIP NUMBER 394586

In this 13 day stay, you will experience breathtaking mountain scenery, winding coastlines, and remarkable cultural diversity in the adventure capital of the world—South Africa!

Dates: 2/17/2011 to 3/1/2011

FROM THE OUTBACK TO THE GLACIERS

11CACCE4063A • TRIP NUMBER 394846

Experience the excitement of Australia (The Land Down Under) and New Zealand on this twenty day excursion. Highlights of this trip include: Melbourne, Alice Springs, Ayers Rock, Cairns, Great Barrier Reef, Sydney Christchurch, Franz Josef Glacier Region, Queenstown Milford Sound, Mt. Cook National Park, and dining with a New Zealand family.

Dates: 3/17/2011 to 4/5/2011

SPRINGTIME TULIP RIVER CRUISE

APRIL 2011 • DATES TBA

Unpack once for a relaxing seven night river cruise on the waterways of Holland and Belgium. Admire Holland's windmills of Kinderdijk – a UNESCO World Heritage site, and explore the historic cities of Arnhem, Ghent, and medieval Bruges.

ALASKA DISCOVERY

JUNE 2011 • DATES TBA

Join us on an unforgettable seven night Princess cruise of Alaska! What better way to explore such a vast and undisturbed region. Your tour begins in Fairbanks, and from there you will enjoy the best of both land and sea, highlighted by accommodations in a balcony cabin.

For a complete listing of all the Flying Eagles Travel Trips please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/travel.html>



CREATIVE COOKING SCHOOL GIRLS' NIGHT

10AACCE4092A

Date: Tuesday, 09/07/2010

Time: 6:00 PM to 8:00 PM

Location: Nessmith-Lane Building, Statesboro, GA

Cost: \$50 per person (champagne included)

Instructor: Chef Brian Hancock, Certified Chef D' Cuisine. Chef Hancock has worked for Georgia Southern University's Eagle Dining Services for the past four years. He started as a chef in the University's popular Talons Grille and recently moved to serve as head chef of the Catering kitchen.

Gather your girlfriends and take the time to unwind as Chef Brian Hancock shows you how to make your next party a hit with quick and easy recipes for great party food all while enjoying delicious complimentary hors d'oeuvres. We do all the shopping and clean up the mess because we know that girls just want to have fun. Calories don't count here!

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or Rhonda Flathman at 912.478.5556 or rflathman@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/cooking.html>



SATURDAY ESPAÑOL FOR KIDS

10BACCE4127A

Young children are very receptive to learning a second language. So introduce your child to Spanish at an early age! In this course, children (ages 5-8) will learn from exciting teaching tools including, songs/rhymes, pictures, games, familiar stories, and other activities to promote learning in a fun environment. Class size is limited to twelve.

Date: Saturdays, 10/2/2010 and 10/9/2010

Time: 3:00 PM to 4:30 PM

Location: Nessmith-Lane Building, Statesboro, GA

Cost: \$40 per person

Instructor: Lisa Sanchez holds a Bachelor of Arts in Spanish and has spent more than a year and a half in Mexico and one month in Spain.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or Jennifer Morriss at 912.478.0538 or jennifermorriss@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/spanishforkids.html>

DIGITAL PHOTOGRAPHY

Instructor: Kimberly Kaiser holds an MFA from Georgia Southern University. She currently works for Krisha Craven Photography.

DIGITAL PHOTOGRAPHY I 10BACCE4121A

Learn to use all the features your point-and-shoot digital camera has to offer! This course will focus on understanding basic camera features: settings and modes, digital terminology, and using your manual. You will practice uploading your digital images to a computer, saving them to an external drive, and ordering prints of your images online.

You will need: a digital camera with its manual and all components (USB cord, battery, memory card) and a CD or jump drive.

Date: Sunday, 10/3/2010

Time: 3:00 PM to 6:00 PM

Location: Georgia Southern University Botanical Garden, Statesboro, GA

Cost: \$45 per person

DIGITAL PHOTOGRAPHY II 10BACCE4122A

Spend two evenings learning the facets and exploring the capabilities of your digital camera! In this course you will learn the definition and significance of aperture, shutter speed, ISO, and white balance. You will experiment with exposure, composition, night photography, and a few basic lighting techniques.

You will need: A digital camera with manual setting capabilities, your owner's manual, and all camera components (USB cord or card reader, battery, memory card), a CD or jump drive, and a tripod.

Prerequisites: Digital Photography I or the equivalent experience.

Dates: Tuesdays, 10/5/2010 and 10/12/2010

Time: 6:30 PM to 8:30 PM

Location: Georgia Southern University Botanical Garden and Nessmith-Lane Building, Statesboro, GA

Cost: \$49 per person



DIGITAL PHOTOGRAPHY III

10BACCE4123A

See the world in a new way with digital photography. Whether through portraiture, landscape, or abstract images, you will be challenged to think critically and express ideas creatively with photography. You will also be introduced to basic components of Adobe Photoshop that will allow you to format your files, crop, color correct, and layer your images.

You will need: a digital camera with its manual and all components (USB cord or card reader, battery, memory card), and CDs or a jump drive with at least 2GB of space.

Prerequisites: Digital Photography II or the equivalent experience.

Dates: Fridays, 10/15/2010 and 10/29/2010

Time: 5:30 PM to 7:30 PM

Location: Georgia Southern University Botanical Garden and Nessmith-Lane Building, Statesboro, GA

Cost: \$59 per person

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or Jennifer Morris at 912.478.0538 or jennifermorris@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/digital.html>



CREATIVE WRITING — WORKSHOP —

10AACCE4126A

Do you have a story to tell? Of course you do! This creative writing workshop is designed to help you shape the stories that have shaped you. Participants will read samples of published work, respond to exercises designed to sharpen their language and awareness, and produce a piece of poetry or creative nonfiction based on their personal experience.

Date: Wednesdays, 9/16/2010 to 10/14/2010

Time: 5:30 PM to 7:30 PM

Location: Nessmith-Lane Building, Statesboro, GA

Cost: \$75 per person

Instructor: Mary Marwitz holds an M.F.A. in creative writing, and she will help you fine-tune your writing skills during this educational and engaging five-week course.

To register or for more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/creativewriting.html>

AN INTRODUCTION TO ADOBE PHOTOSHOP

10BACCE4124A

Let us introduce you to the world's leading image-editing software as you explore the most common tools, palettes, and commands for manipulating digital images in Adobe Photoshop. You will cover lots of ground as you experiment with color adjustment, cropping, layering, masking, and compressing your images.

You will need: 5 digital image files of your own that you'd like to experiment with during class.

Date: Saturday, 11/6/2010

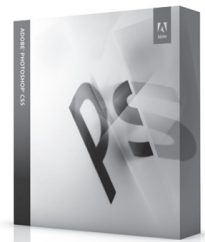
Time: 9:00 AM to 3:00 PM

Location: Nessmith-Lane Building, Statesboro, GA

Cost: \$59 per person

Instructor: Kimberly Kaiser holds an MFA from Georgia Southern University. She currently works for Krisha Craven Photography.

For more information, please contact Sybil Fickle at 912.478.5557 or sfickle@georgiasouthern.edu or Jennifer Morris at 912.478.0538 or jennifermorris@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/photoshop.html>





DOG OBEDIENCE TRAINING

These five-week classes, running Wednesday or Thursday, are small, fun for you and your puppy, and very effective. Orientation is the first night of class at 6:30 PM. Attendance is required.

Time: 6:30 PM to 7:30 PM

Location: Dogs Live Happy, 1679 Akins Anderson Road South (on 301 South - next to Fed Ex), Statesboro, GA

Orientation Dates: First night of classes at 6:30 PM. Dogs Do Not Attend.

Instructor: Sissy Haskell, ABCDT, Certified Professional Dog Trainer and graduate from ABC (Animal Behavior College). She specializes in puppy and adolescent training, the shy and fearful dog, and basic obedience.

PUPPY KINDERGARTEN

10AACCE2480A

This is an introductory class for puppies between 12 and 24 weeks (3-6 months). Emphasis is placed on puppy behaviors like inappropriate mouthing and biting as well as house training advice.

Dates: Wednesdays, 9/1/2010 to 10/6/2010

Cost: \$125 per person

BASIC DOG OBEDIENCE TRAINING

10AACCE2481A

For dogs older than 7 months. You will learn to teach your dog to pay attention, come when called, walk on a loose leash, and lie down and stay. Management skills, socialization and problem solving will also be stressed.

Dates: Thursdays, 9/2/10 to 10/7/10

Cost: \$145 per person

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/dogobedience.html>

GRANDPARENTS APPRECIATION DAY

SEPTEMBER 12, 2010 AT HACKER'S GOLF PARK

For more information, please contact Stephanie Key at 912.478.5360 or ssheppard@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/grandparentsday.html>



DANCE CLASSES

Please arrive 15 minutes early for the first class to allow time to sign a required Waiver of Liability.

LINDY-HOP 101

10AACCE3090A

Experienced instructional team Blake Weinberger and Megan Bowen will teach you how to enjoy all that the Lindy-Hop has to offer. No partner and no previous experience required. Spend six exciting Monday evenings learning the basic moves and rhythms of the original Swing Dance, Lindy-Hop.

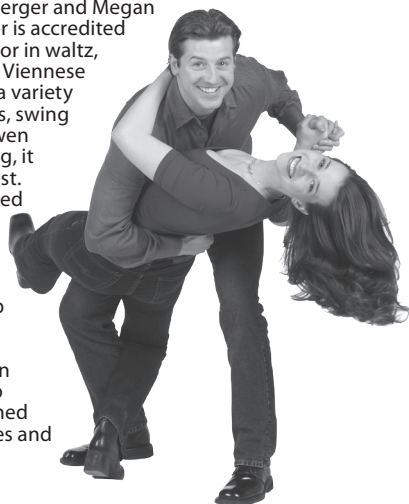
Dates: Mondays, 9/20/2010 through 11/1/2010 (no class on October 11)

Time: 7:30 PM to 9:00 PM

Location: College Plaza Activity Room, Statesboro, GA

Cost: \$75 per person or \$125 per couple

Instructors: Blake Weinberger and Megan Bowen. Blake Weinberger is accredited as a professional instructor in waltz, foxtrot, American tango, Viennese waltz and has trained in a variety of Latin dances, as well as, swing dance. When Megan Bowen discovered swing dancing, it really grabbed her interest. Since then she has pursued instruction throughout the southeast, having the privilege of taking classes from several world-renown Lindy Hop instructors. President of the Georgia Southern Swing Cat Society, Megan has been teaching group lessons and choreographed routines for performances and competitions.



BALLROOM DANCE CLASSES

Time: 7:00 PM to 8:30 PM

Location: College Plaza Activity Room, Statesboro, GA

Cost: \$75 per person or \$125 per couple

Instructors: Jimmy & Gail McNeely have been taking professional dance lessons for nine years and have been teaching for four years. They have participated in numerous showcases at the Marriott and the Landings in Savannah, the Sea Palms Resort on St. Simons, and Pickney Hall in Sun City, SC. Recently, Jimmy and Gail were featured in Statesboro Magazine.

THE WALTZ

10AACCE4130A

The waltz is the oldest and best loved of the ballroom dances. Graceful, romantic, timeless. Learn the basics of the waltz in this six-week class. Can't you just see yourself gliding across the floor!

Dates: Thursdays, 8/19/2010 through 9/23/2010

CHA-CHA-CHA

10BACCE4131A

Let's party! You'll be dancing the Cha-cha -- an immensely popular ballroom dance. Created in Cuba, it contains African and Cuban rhythms that meld into a Latin beat. It's characteristic counting, one-two-three, chachaCHA! is known to all!

Dates: Thursdays, 10/7/2010 through 11/11/2010

For more information, please contact Janice Reynolds at 912.478.1755 or janreyn@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/dance.html>

UPCOMING CONFERENCES 2010-11

SEPTEMBER 16-17 • GEORGIA OCCUPATIONAL HEALTH NURSES ANNUAL CONFERENCE

<http://ceps.georgiasouthern.edu/conted/gaohnconference.html>

OCTOBER 1-2 • 7TH ANNUAL GEORGIA CONFERENCE ON INFORMATION LITERACY

<http://ceps.georgiasouthern.edu/conted/infolit.html>

OCTOBER 22-23 • 35TH ANNUAL MEETING GEORGIA EDUCATIONAL RESEARCH ASSOCIATION

<http://ceps.georgiasouthern.edu/conted/GERA.html>

OCTOBER 22-23 • GEORGIA LITERARY FESTIVAL

<http://ceps.georgiasouthern.edu/conted/GLF2010.html>

OCTOBER 28-31 • SOUTHERN REGIONAL COUNCIL ON EDUCATIONAL ADMINISTRATION

<http://ceps.georgiasouthern.edu/conted/srceaconference.html>

JANUARY 22 • 24TH ANNUAL SOUTHERN CONFERENCE ON CHILDREN

<http://ceps.georgiasouthern.edu/conted/scoc.html>

FEBRUARY 4 • STUDENT SUCCESS IN WRITING CONFERENCE

<http://ceps.georgiasouthern.edu/conted/success.html>



OCTOBER 22

Averitt Center for the Arts
Friday Night Kick Off: "Halloween by the Book"

OCTOBER 23

Nessmith-Lane Continuing Education Building
Author Presentations



**GEORGIA
LITERARY
FESTIVAL**

Enjoy the author presentations and visit the book and food vendors. Activities for children provided by Ron Anglin, juggler, entertainer, educator.

COMPLETE DETAILS MAY BE FOUND ON THE FESTIVAL WEB SITE AT
<http://ceps.georgiasouthern.edu/conted/GLF2010.html>



The Continuing Education Center at Georgia Southern University now offers ServSafe® training and certification to the public!

Fall dates to be Announced SOON!

For more information, please contact Jennifer Morriss, 912.478.0538, jennifermorriss@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/servsafe.html>



ELDERCARE PROFESSIONAL DEVELOPMENT FOR HEALTH CARE PROFESSIONALS

Time: 9:00 AM to 4:00 PM

Location: Nessmith-Lane Building, Statesboro, GA

Cost: \$89 per program

Instructor: Evelyn Gay, Director of Elder Rights Program for Georgia Legal Services. She has been in the Gerontology field since 1978. She plans, coordinates and supervises the elderly legal services programs and elder abuse prevention programs.

RESIDENT'S RIGHTS IN LONG TERM CARE

10BACCE1110A

This workshop will examine the legal rights of nursing home residents. Topics will include: Abuse and neglect issues; how state surveys look for infringement of rights; differences in abuse and neglect; reasons to change our perception of elders in our care.

Date: Wednesday, 10/13/2010

ETHICAL ISSUES IN LONG TERM CARE

10BACCE1056A

This workshop will list ethical principles associated with long-term health care, review tools needed to provide for a senior clientele, describe formats for identifying and responding to health ethics dilemmas, and discuss the proper functioning of an ethics committee in a long-term care facility.

Date: Monday, 11/15/2010

COUNSELING AND THERAPY WITH SEXUAL ASSAULT VICTIMS

10BACCE4156A

Six hours of continuing education for counselors, psychotherapists, mental health, and social service professionals who may encounter victims of sexual assault.

Date: Wednesday, 10/27/2010

Location: SpringHill Suites Southern Hospitality Conference Center, Statesboro, GA

Instructor: Jodi K. Caldwell, Ph.D., Licensed Psychologist

Sponsored by: Statesboro Regional Sexual Assault Center, Department of Psychology, Counseling and Career Development Center, Rural Health Research Alliance, SpringHill Marriott, Georgia Coastlands AHEC and the Continuing Education Center

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/ruralhealth.html>

LEGAL AWARENESS IN THE WORKPLACE (LAW) SEMINARS

Individuals with (Senior) Professional in Human Resources (PHR/SPHR) certification earn 1.5 recertification credit hours for each seminar.

Learning the ins and outs of employment law while running a business or department is an impossible goal. Georgia Southern University's Continuing Education Center presents a better approach: complete your LAW (Legal Awareness in the Workplace) training "one bite at a time" when you have the time and the need to know a particular topic.

Through the Legal Awareness in the Workplace series, Human Resource professionals, supervisors, and other business leaders can attend one or more 90-minute training seminars on the employment law issue of their choice.

COST: \$59 • TIME FOR EACH SEMINAR • 6:00 PM TO 7:30 PM

LAW 105: BEST PRACTICES IN RUNNING BACKGROUND & REFERENCE CHECKS

Learn how the Fair Credit Reporting Act and its recent amendments affect your role in evaluating potential employees. The Equal Employment Opportunity (EEO) anti-discrimination law also affects how you run your pre-hire and post-employment background checks and investigations.

Date: Tuesday, 7/13/2010

Location: Coastal Georgia Center, Savannah, GA

Instructor: Sarah Lamar, Attorney at Law

LAW 101: INTERNAL INVESTIGATIONS & DOCUMENTATION, DISCIPLINE & DISCHARGE

Learn the legal concerns of running a thorough employee investigation for harassment, accident, or more. Avoid charges of slander, libel, privacy violation, etc. From pre-hire procedures through discipline and discharge, what are the most effective ways to avoid employment-related claims against the company?

Date: Thursday, 8/12/2010

Location: College of Coastal Georgia, Brunswick, GA

Instructor: Shawn Kachmar, Attorney at Law

LAW 119: MANAGING YOUR FIRM'S PAID & UNPAID LEAVE

From furloughs to the Family and Medical Leave Act (FMLA), unpaid leave is a complicated issue that employers need to address carefully and within the bounds of current employment law. Paid leave rules and regulations will also be covered, from vacation to Workers Compensation to the Americans with Disabilities Act (ADA).

Date: Tuesday, 10/12/2010

Location: Coastal Georgia Center, Savannah, GA

Instructor: Shawn Kachmar, Attorney at Law

LAW 118: ADA ACCOMMODATIONS AND YOUR FIRM

Congress amended the Americans with Disabilities Act to reverse Supreme Court rulings that had weakened its impact in the workplace. Participants will find out what the newly strengthened ADA means to employers. What does "disability" mean? What is the employer's duty to "reasonably accommodate"? Armed with this knowledge, HR professionals will be able to ensure that their firms are in compliance with the ADA.

Date: Thursday, 11/18/2010

Location: College of Coastal Georgia, Brunswick, GA

Instructor: Sarah Lamar, Attorney at Law

LAW 108: GEORGIA EMPLOYMENT LAW

This seminar covers various Georgia employment law topics, including the creation of at-will and contract employment, negligent supervision/retention of employees, defamation in the context of employment references, and workplace privacy. Explore Georgia discrimination and compensation laws in light of their federal counterparts.

Date: Tuesday, 1/11/2011

Location: Coastal Georgia Center, Savannah, GA

Instructor: Shawn Kachmar, Attorney at Law

For more information, please contact J. Marie Lutz, SPHR at 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/lawseminar.html>

"The use of this seal is not an endorsement by HRCI of the quality of the program. It means that this program has met HRCI's criteria to be pre-approved for recertification credit."

**CREATE YOUR FIRM'S WRITTEN AFFIRMATIVE ACTION PLAN****10BACCE2045A**

Georgia Southern University has recruited a former OFCCP compliance officer (with 15 years experience) to teach this seminar in Affirmative Action Plan preparation. Learn what your firm needs to do to be compliant. Topics include: Work Force Analysis, Job Group Analysis, Eight Factor Availability Analysis, and Utilization Analysis; All required AAP narrative sections; Applicant Flow, Hires, Promotions, and Terminations including AI analysis; Veterans and Disabled AAP's including the changes in the invitation to self identify; Definition of an applicant. Developing narratives, Good Faith Efforts, personnel activities and adverse impact as well as supporting documentation will also be covered.

Date: Thursday, 10/21/2010

Time: 8:30 AM to 12:30 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$200 (Registration closes at noon October 15)

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/AAPlan.html>



WORK SMARTER SERIES

Time: 8:30 AM to 10:30 AM

Location: Nessmith-Lane Building, Statesboro, GA

Cost: \$55 per person

We invite you to attend any seminars in the series that meet the training needs of you or your staff. Our Work Smarter seminars are

designed to help you improve professionalism and efficiency at work, while reducing interpersonal and productivity problems.



MANAGING STRESS IN THE WORKPLACE

10AACCE4051A

When did work - and life - get so stressful? Too much stress is bad for you physically and mentally. Our Savannah-based instructor provides work management skills-training for the overwhelmed, the over-busy, and anyone else who needs help in this area.

Date: Tuesday, 8/3/2010

TASK AND TIME MANAGEMENT

10BACCE4036A

Learn how to reduce disorganization and disruption and maximize your time management skills. Topics include office space and work flow organization, effectively using your planner, managing e-mail, goal-setting, and learning to turn down and delegate projects.

Date: Tuesday, 11/2/2010

GETTING ALONG WITH DIFFICULT PEOPLE

11CACCE4043A

Taught by an expert in workplace relations, this two-hour workshop will provide insight and practical guidance on how to transform workplace logjams caused by personality differences.

Date: Tuesday, 2/1/2011

For more information, please contact J. Marie Lutz at 912.478.1763 or seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/worksmarter.html>

BUSINESS ENRICHMENT THROUGH STRATEGIC TRAINING (BEST PRACTICES)

Georgia Southern University's new Business Enrichment through Strategic Training (BEST) seminar series gives business professionals fast, direct training on best practices in core management and workplace skills. Start your morning off right with your choice from our series of quick two-hour seminars with practical, focused training on a single issue.

Time: 8:30 AM to 10:30 AM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$99

BEST PRACTICES 105: PREVENTING WORKPLACE SEXUAL HARASSMENT

10AACCE4104A

Learn about what is and what isn't sexual harassment including the latest court decisions. What can you do if a co-worker is sexually harassed? Can a supervisor be personally liable if an employee is harassed? Can a female employee be sexually harassed if the comments are not directed at her? Learn about the different types of sexual harassment.

Date: Thursday, 9/30/2010

BEST PRACTICES 105 & 103 have been approved for 2.0 General recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.



BEST PRACTICES 103: DIVERSITY IN THE WORKPLACE

10BACCE4012A

Through this seminar, HR professionals and other managers and personnel will learn how to foster a professional and courteous environment for personnel of differing backgrounds and characteristics. Participants will learn the difference between diversity and Equal Employment Opportunity and Affirmative Action requirements. They will also gain an understanding of how organizational performance can be enhanced by the multiple perspectives of a diverse workforce. Learn the ever-changing definition of diversity. Deal with changes in the workplace and better ways to handle them. Discover ways to handle conflict in the workplace, as it pertains to diversity.

Date: Thursday, 12/2/2010

For more information, please contact J. Marie Lutz at 912.478.1763 or seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/BEST.html>

FUNDAMENTALS OF ENGINEERING EXAM REVIEW

10AAAST1061A

Review the fundamentals of engineering, covering primarily the areas of engineering sciences including mathematics, engineering mechanics, material science, engineering economy, electrical circuits, thermodynamics and computers. The goal of the course is to provide a refresher to the course participants. The course structure and content are based on the premise that participants have had prior exposure to the material as part of their undergraduate degree training in engineering or engineering technology.

Date: Saturdays, 8/21/2010 to 10/9/2010

Time: 9:00 AM to 4:00 PM

Location: Allen E. Paulson, College of Science and Technology, Statesboro, GA

Cost: \$599; Georgia Southern University Student Fee: \$299
Registration Deadline August 13, 2010

Instructors: Youakim Al-Kalaani, Nirmal Das, Anoop Arun Desai, Aniruddha Mitra, Gustavo Molina, Mosfequr Rahman

For more information, contact Judy Hendrix-Poole at 912.478.5993 or visit <http://ceps.georgiasouthern.edu/conted/examreview.html>

CERTIFICATE IN PROFESSIONAL HUMAN RESOURCE MANAGEMENT

10AAABA1006A

Offered in cooperation with the Society for Human Resource Management (SHRM), this SHRM Learning System course will help HR professionals prepare to take the (Senior) Professional in Human Resources (PHR/SPHR) certification exam.

Our experienced instructors draw on their own experience as HR practitioners to help you develop a more in-depth understanding of topics you may never have encountered in the workplace. You also benefit from interaction with peers, a structured classroom environment and study-oriented syllabus, and more.

Participants attend a mandatory one-hour orientation on Monday, August 30, 6:00 PM to 7:00 PM, at the Coastal Georgia Center. Course materials will be distributed only at orientation.

Dates: Mondays, 9/7/2010 to 11/22/2010
(Note: first class is a Tuesday due to Labor Day)

Time: 6:00 PM - 9:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$970 per person; \$925 for SHRM members

Late rate: \$1,000 after 5:00 PM, Friday, 8/20/2010

NOTE: Registration closes noon, Friday, 8/27/2010

For more information, please contact J. Marie Lutz, SPHR at 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/HRcertificate.html>



SEE WHAT OUR SATISFIED CUSTOMERS HAVE TO SAY!

"I just completed the SPHR exam, and am now the newest SPHR! Thanks to Georgia Southern for the great preparation class.

Mary J. Nestor-Harper, SPHR, Director of Human Resources

"The class has been going great! We cover so much in those three hours -- I hate to miss even one class!"

Jessica Little, PSA/HR Representative

"I can honestly attest to the value of this class. My goal was to educate and prepare myself for future endeavors - also I felt that having the PHR designation would increase my value in the marketplace. Well, that's exactly what has happened - just by virtue of taking the class, I've learned a lot, and a local company found my resume appealing. I now am "HR & Risk Management Specialist" with a local logistics company. Making the move to a "true" HR role (vs. 15 years of experience in recruiting & training only) has been challenging but fun. I wanted to thank you and others in the class for your encouragement and support in this process."

Barbara Cromer, HR & Risk Management Specialist, Coastal Logistics Group Inc.

"Looking at what we are covering, I can't imagine taking a 3-day cram course and getting the knowledge we are picking up in the 12-week class. I am very pleased with my choice of training and appreciate the fact that it is right here in Savannah. Thanks again for all your support during this class. The experience with GSU continuing ed has been wonderful. I'm looking at more classes in the future."

Kathy Casey, past class member

LEADERSHIP SKILLS FOR THE FRONT-LINE MANAGER

10AAABA1020A

A proven favorite used by more than 50 firms since 2000, Leadership Skills for the Front-Line Manager gives you or your employee 32 hours of managerial training across an eight-week period. Faculty include professors from Georgia Southern University's management, marketing and law fields.

Dates: Thursdays, 9/16/2010 to 11/4/2010

Time: 8:30 AM to 12:30 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$625 individual; \$575 corporate rate for four or more from same firm

NOTE: Registration closes 5:00 PM, Wednesday, 9/8/2010

Instructors: Faculty are professors from the University's management, marketing and law programs.

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu, visit <http://ceps.georgiasouthern.edu/conted/supervisor.html>

Making the Transition to Supervision

What does it take to be a good supervisor? Review your transition into supervising, the new set of challenges you face, and the supervisory and time management skills you need to get the job done.

Developing People: Coaching, Counseling & Training

Why do employees need coaches and mentors? How can you assess your own coaching skills? Review which abilities are essential for you to do effective performance counseling.

The Law on Employee Management

One of the most difficult jobs a supervisor or manager faces is managing employees. Not only does this require good management practices, it also requires an understanding of the ways in which the law dictates what we can and cannot do, and what we must do, with our employees. After attending this session, participants should be better prepared to spot potential legal issues and deal with them before they turn into lawsuits.

Improving Morale & Motivation

What motivates your employees? What individual and situational factors affect their commitment to getting the job done? Learn which mistakes to avoid and ways to motivate your team.

Improving Communication Skills

Learn the key issues in interpersonal communication. Developing listening skills and overcoming barriers to interpersonal communications are valuable skills for every leader.

Handling Conflict and Criticism

Examine the sources of conflict in various organization and management styles. Key topics are methods of responding to complaints and criticism, and techniques for working with difficult people.

Practical Problem Solving and Decision Making

Learn the problem solving process and how to identify problems and their true causes in the work environment. Also covers problem-solving tools, how to make decisions under pressure, and how to improve your decisions.

Leadership Styles

Review effective leadership behaviors and practices. What is the difference between leaders and managers? What are the characteristics of effective leaders?

IN-HOUSE TRAINING ...YOUR HOUSE OR OURS?

The Continuing Education Center invites you to contact us for customized training for your staff or volunteers.

Past specialized training programs have taught line supervisors, county services personnel, a school system's HR staff, a non-profit's board of directors, and many others.

Whether your personnel work on the manufacturing plant floor, in a distribution center, or in an office or sales setting, we can provide the group training you need to meet your staff's unique needs.

Our faculty combine a depth of knowledge with extensive training experience. We provide one or more experienced instructors who are experts in their topic area; a training facility if you prefer not to train at your workplace; participant workbooks as needed; certificates of completion; refreshments and more.

Choose topics at right or contact J. Marie Lutz, SPHR at seminars@georgiasouthern.edu for a consultation about the specific training you need.



- Diversity and Change in the Workplace
- Effective & Diplomatic Communication
- Essentials of HR Management
- Getting Along with Difficult People
- Handling Conflict and Criticism
- Improving Communications Skills
- Improving Employee Morale & Motivation
- Managing Stress in the Workplace
- Practical Problem Solving and Decision Making
- Preventing Workplace Sexual Harassment
- Superior Customer Service & Business Etiquette
- Task and Time Management
- The Law on Employee Management
- Workplace Writing

CERTIFIED FIBER OPTICS TRAINING AND EXAM

Presented in partnership with BDI DataLynk (FOA Approved School # 208), Georgia Southern University's Fiber Optics training helps you gain practical working knowledge of fiber optics skills, with 75% of class time devoted to hands-on work. Each class is an exam-prep course for Fiber Optics Association (FOA) certification at one of three levels. The fee includes The Fiber Optic Technician's Manual, 3rd Edition, on which the FOA exams are based. Take the certification exam at the end of the class, and learn immediately whether you passed. Lunch is not included. All Course Fees include: Study materials, CD, and textbook. Taught by Peter McCormbe, CFOT, CFOS/I.

CERTIFIED FIBER OPTICS TECHNICIAN COURSE (CFOT)

10AACCE2474A • STARTS AUGUST 9

10ABCCE2474A • STARTS NOVEMBER 29

This introductory three-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. Our Fiber Optic Training combines theory and 75% hands-on activities to prepare you to take the CFOT exam sanctioned by the FOA (Fiber Optics Association) and given and graded on the final class day.

Dates: Monday to Wednesday,
Choose 8/9/2010 – 8/11/2010 or 11/29/2010 – 12/1/2010

Time: 8:00 AM to 4:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$700

CERTIFIED FIBER OPTICS SPECIALIST IN TESTING & MAINTENANCE (CFOS/T)

10AACCE2475A • STARTS AUGUST 12

10BACCE2475A • STARTS DECEMBER 2

This two-day (16-hour) program is designed to offer specialist fiber optics training to anyone involved with the testing and maintenance of fiber optics networks. Our advanced fiber optics training is strictly a practical course, but includes more background information than is typical in basic courses to allow you to understand what you are testing and how to troubleshoot problems in long-haul and short-haul fiber optics networks. The CFOS/T is given and graded at the end of class.

Dates: Thursday and Friday,
Choose 8/12/2010 – 8/13/2010 or 12/2/2010 – 12/3/2010

Time: 8:00 AM to 5:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$675

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/fiberoptics.html>



CERTIFIED FIBER OPTICS SPECIALIST / SPLICING (CFOS/S)

10AACCE2836A • STARTS AUGUST 14

10BACCE2836A • STARTS DECEMBER 4

Want to be certified as proficient in installing and making mechanical and fusion splices according to industry standards? Open to anyone, this 2-day, 75% hands-on program will teach you the importance of high performance splicing and the points necessary to achieve these splices. Classroom activities include training in both fusion and mechanical splicing of both single and multi mode fiber optic cables. The CFOS/S is given and graded at the end of class.

Dates: Saturday and Sunday,
Choose 8/14/2010 – 8/15/2010 or 12/4/2010 – 12/5/2010

Time: 8:00 AM to 5:00 PM

Location: Coastal Georgia Center, Savannah, GA

Cost: \$675

ONLINE 24/7

COLLEGE ACCESS: CREATING A COLLEGE-GOING CULTURE MODULES: STRATEGIES FOR SCHOOL COUNSELORS AND ENROLLMENT MANAGEMENT SPECIALISTS

These modules provide high quality, online professional learning to help school counselors and other K-12 faculty and staff understand the role they play in developing a college-going mission for all students and guide students in career awareness and planning and to make the appropriate post-secondary choices. Module I must be completed by all participants before taking future modules. Each module has been approved for 4 PLUs. Modules will be offered concurrently online.

Cost: \$100 per module/per person

Instructors: Lauri Benton, Diane Cooper, Teddi Cunningham, Harrison Davis, LaVerne Ware

MODULE I

10BACCE3059A • 10/4/2010 - 11/28/2010

11CACCE3059A • 1/17/2011 - 3/13/2011

Topics include: Role of the counselor in promoting career and academic planning, creating a college-going mission, understanding and working with diverse populations, and communicating a college-going mission.

MODULE II

10BACCE3060A • 10/4/2010 - 11/28/2010

11CACCE3060A • 1/17/2011 - 3/13/2011

Topics include: Engaging students in early career awareness and planning, using data to guide academic planning, helping students understand the importance of course selections and grades, and college/postsecondary choice.

MODULE III

10BACCE3061A • 10/4/2010 - 11/28/2010

11CACCE3061A • 1/17/2011 - 3/13/2011

Topics include: Guiding parents and students through the complexities of financial aid, assisting with the financial aid process, preparing for college admission tests, and college admissions-application process.

For more information, contact Judy Hendrix-Poole at 912.478.5993 or visit <http://ceps.georgiasouthern.edu/conted/creatingacollege.html>



ON-SITE SEWAGE TRAINING MODULES

Are you a septic tank contractor? A member of Georgia's Environmental Health field staff? State law requires environmental staff and septic tank contractors to be certified by examination and to receive basic training and continuing education. Georgia's Department of Human Resources, Division of Public Health, Environmental Health Section has authorized Georgia Southern University to provide On-Site Sewage (OSS) training as on-line courses to meet your re-certification needs.

Dates: Start anytime throughout the year. Participants have one full month from the date of payment to access the course repeatedly online. Participants take the 20-question final exam as often as they wish.

Cost: \$75 per person

Instructor: Kari Fitzmorris, Sc.D., Program Director and Assistant Professor of Environmental Health, Jiann-Ping Hsu College of Public Health, Georgia Southern University

OSS 1010: SAFETY AND ON-SITE SEWAGE MANAGEMENT

Gain an understanding of the various safety issues that must be addressed when installing and inspecting on-site sewage systems. Important topics include sewer gases and potential dangers associated with biological and chemical exposures. Physical concerns such as protective systems for trenching are also covered, along with issues related to general ergonomics.

Time: 60 minutes = 1 CEU Credit

OSS 1200: WASTEWATER CHARACTERISTICS

Learn about the biological, chemical and physical characteristics of wastewater. Issues in wastewater quality include pH, temperature, Biological Oxygen Demand, Chemical Oxygen Demand, Total Suspended Solids and flow rates. You will find out how each of these parameters affects the treatability of wastewater.

Time: 120 minutes = 2 CEU Credits

OSS 1210: PATHOGENS OF CONCERN IN ON-SITE SEWAGE

Learn about the pathogens associated with sewage and how they may carry infectious diseases. Find out about disinfection requirements and the uncertainty associated with treatment. The main microbiological classes of importance include helminths, protozoa, bacteria, and viruses.

Time: 120 minutes = 2 CEU Credits.

For more information, please contact J. Marie Lutz at 912.478.1763 or seminars@georgiasouthern.edu or visit <http://ceps.georgiasouthern.edu/conted/sewagetraining.html>

24/7 ONLINE COURSES

TEACHERS! EARN TWO PLU CREDITS PER COURSE • COURSES START MONTHLY • EACH COURSE IS SIX WEEKS IN LENGTH, WITH TWO LESSONS ISSUED PER WEEK • ONE TWO-WEEK EXTENSION MAY BE GRANTED

CURRENT PLU-APPROVED COURSES FOR TEACHERS

COMPUTER SKILLS

- Dreamweaver 8
- Microsoft Access 2003 or 2007 (Intro or Intermediate)
- Microsoft Excel 2003 or 2007 (Intro, Intermediate or Advanced)
- Microsoft PowerPoint (2003 or 2007)
- Microsoft Word (2003 or 2007) (Intro, Intermediate or Advanced)

TECHNOLOGY COMPETENCY FOR YOU OR YOUR STUDENTS

- The Classroom Computer
- Creating Web Pages I & II
- Designing Effective Web sites
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel in the Classroom (2003 or 2007)
- Microsoft PowerPoint in the Classroom (2003 or 2007)
- Microsoft Word in the Classroom (2003 or 2007)
- Photoshop CS3 for the Digital Photographer
- Photoshop Elements for the Digital Photographer (6.0 or 7.0)

IMPROVING YOUR EFFECTIVENESS (NOT SUBJECT SPECIFIC)

- A to Z Grant Writing
- Creating K-12 Learning Materials
- The Creative Classroom
- Differentiated Instruction in the Classroom
- Get Assertive!
- Leadership
- Solving Classroom Discipline Problems I & II
- Survival Kit for New Teachers
- Teaching Students with Autism: Strategies for Success
- Understanding Adolescents
- Working Successfully With Learning Disabled Students
- Writing for Children

*All online courses
require internet
and e-mail access.
Some courses
have additional
requirements.*

ENHANCING YOUR CORE CLASSES

- An Introduction to Teaching ESL/EFL
- Enhancing Language Development in Childhood
- Guided Reading and Writing (two classes)
- Ready, Set, Read!
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Speed Spanish I, II, & III
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Writing: Grades 4-6
- Writing for ESL

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu.
For a full listing of courses, visit www.ed2go.com/gsu

PROFESSIONAL LEARNING UNITS (PLU'S)

Each Teacher Education Online Course qualifies for (2) Professional Learning Unit (PLU) credits. A form must be submitted to your Georgia public school system employer. PLU credit is used by employees of Georgia public school systems who currently hold certificates in an approved field (certified teachers, school counselors, administrators, etc.) as credit toward RENEWING their existing certificates. In order to earn PLUs from Georgia, you must complete and submit a Prior Approval Form before registering for any Teacher Education online course. Find the Prior Approval Form at

<http://ceps.georgiasouthern.edu/conted/cepluapproval.pdf>

You must pass the final exam with a score of 70 percent or better to earn your PLU credit.

1. Visit our Online Instruction Center: www.ed2go.com/gsu

2. Click the Course link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions. Here you will choose a user name and password that will grant you access to the Classroom.

3. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

FOR THE GENERAL PUBLIC: EDUCATION TO GO CAREER AND PERSONAL DEVELOPMENT

Take ed2go courses anywhere and when it's most convenient for you. We offer hundreds of engaging online courses for adults.

All six week courses have specific start dates and provide two lessons per week (one every Wednesday and one every Friday).

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Each course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

WE OFFER COURSE AREAS IN:

Accounting • Business • Certification Prep • Child Care and Parenting
Computer Applications • Database Management and Programming
Digital Photography and Video • Grant Writing and Nonprofit
Management • Health care • Hospitality • Languages • Leisure and Life
Enrichment • Management • Start Your Own Business • Test Prep
Web Design and Graphics • Writing and Publishing

TEACH FOR US!

The Continuing Education Center at Georgia Southern University is actively recruiting instructional proposals which feature innovative ideas for classes, workshops, trainings, lectures, and other educational experiences for professional development (corporations and businesses), personal development, and leisure.

Faculty, staff and the general public are encouraged to respond to this Call for Proposals.

Please visit <http://ceps.georgiasouthern.edu/conted/teachCE.html> to read our proposal guidelines and access the online proposal submission form. The web site also features several program ideas that need qualified instructors as soon as possible. We look forward to hearing from you.

GATLIN EDUCATIONAL SERVICES ONLINE CERTIFICATE PROGRAMS

LEARN ANYWHERE...ANYTIME...
LEARNING OPPORTUNITIES AVAILABLE
24-HOURS A DAY, 7-DAYS A WEEK

Georgia Southern University, in partnership with Gatlin Educational Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.



Our programs are created by a team of professionals from each respective field; each team works to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of student work and computer-graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

COURSE AREAS:

Healthcare and Fitness • Business and Professional • IT and Software Development • Media and Design • Management and Corporate Skilled Trades and Industrial • Hospitality and Gaming

OPEN ENROLLMENT:

GES courses are all self-paced. The instructors respond to the student, not the other way around. Each course has a set of lessons and exams.

HOW OUR ONLINE EDUCATION COURSES WORK:

1. Begin when you are ready.
2. Open Enrollment.
3. You are assigned an instructor for one-on-one assistance.
4. Your work is evaluated and a grade of 70 percent or better is required for a certificate.
5. You should complete the course within 90 days but you may request an additional 90-day extension.
6. You will receive a certificate from Georgia Southern University upon successful completion.

For more information, please contact Judy Hendrix-Poole at 912.478.5993 or jhendrix@georgiasouthern.edu. A full listing of courses, descriptions, requirements, fees, demos and ratings are available at Gatlin Online Career Training Courses at <http://ceps.georgiasouthern.edu/conted/gatlin.html>



TRAINING + YOU = SUCCESS!

Looking for affordable, self-paced, online or on-site certificate programs that can train you for the latest, in-demand job skills? Georgia Southern University's Continuing Education Center, in partnership with ProTrain, is your solution! Online training offers flexible, anytime, anywhere learning while on-site training offers cost savings and convenience.

Take a look at what we have to offer and start training today! We offer Network Security, CISSP, Help Desk, Call Center, Medical Training, Certified Business Manager for IT Professionals, Certified Public Manager, Oracle, MCSE, Net, Networking, Project Management, Web Design, Business Process Mapping and many more.

We are dedicated to providing you the very best from which to choose. We select our courses with one thing in mind: Will this course aid in making a positive difference in your life in some way?

Program Features:

- Effective, convenient, affordable, high-quality training
- Most online courses have 12-month online access
- Cost effective on-site delivery eliminates travel expenses
- Mentors available live online 24-7 to provide support
- Hands-on exercises contained within courses
- Tests and quizzes within most courses

For more information, please contact Betty Gardner at 919.625.1314 or bgardner@protrainedu.org or visit <http://www.theknowledgebase.org/gsu> for full details on how Georgia Southern University can help your organization obtain increased productivity and a greater ROI.

SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

IN PARTNERSHIP WITH



SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Using training materials developed with the Society for Human Resource Management (SHRM), Georgia Southern University's instructor introduces human resource concepts in a practical setting to business professionals and staff. Human resource personnel and others who need basic skills and knowledge in HR will gain valuable knowledge from this program.

Georgia Southern University runs the course as an intensive two-day corporate training seminar. This program is ideal for bringing together your entire HR unit to engage and learn in an interactive group setting.

We will work with you to schedule dates and times while our experienced HR instructor will teach your employee group of 10 or more, either on-site at your facility or in another training facility convenient to your personnel.

For more information, please contact J. Marie Lutz, SPHR, 912.478.1763, seminars@georgiasouthern.edu, visit <http://ceps.georgiasouthern.edu/conted/HRessentials.html>

Registration.

CONTINUING EDUCATION CENTER

OFFICE HOURS

Monday – Friday
8:00 AM – 5:00 PM

BY PHONE

Call 912.478.5551 and use a credit card.

BY MAIL

Complete this form and send to address on the bottom of the page.

BY FAX

Complete form, copy as needed and send with your credit card number to 912.478.0847.

IN PERSON

Come to the Registration area in the Nessmith-Lane Continuing Education Building.

FOR DIRECTIONS AND MAPS

Please access information online
<http://ceps.georgiasouthern.edu/nessmith-lanedirections.html>

PAYMENT

We accept MasterCard, VISA, checks, money orders or cash (in person only).

Make checks payable to:

Georgia Southern University

SPECIAL ACCOMMODATIONS

For special assistance, please request accommodation needs at least 14 working days in advance of the program.

REFUND POLICY

If you cannot attend, substitutions are encouraged. Be sure to notify the registration desk of any substitutions at 912.478.5551.

A processing fee is charged for all withdrawals. Each program has its own policy regarding the amount of the processing fee and deadlines for requesting a refund. Please refer to the Continuing Education Center web site for more information:

<http://ceps.georgiasouthern.edu/conted>

Refunds due to withdrawals will be processed in two to four weeks. If payment was made by cash or check, you will receive your refund in the form of a check. If payment was made by a credit card, your account will be credited.

No refunds will be given to registrants who fail to withdraw prior to the beginning of a program.



Please PRINT and fill out a separate form for each registrant.

Continuing Education COURSE REGISTRATION FORM

Program Name _____

Program Fee (\$) _____

Program Number _____

Name _____

Title _____

Company (if applicable) _____

Street Address ☐ Home ☐ Work

City _____ State _____ Zip Code _____

Daytime Phone _____

Cell Phone _____

Evening Phone _____

FAX Number _____

E-Mail Address _____
(Required for e-mail receipt)

Questions? Call 912.478.5551.

Register online @ <http://ceps.georgiasouthern.edu/conted>

PAYMENT METHOD

☐ Personal check ☐ Company check ☐ Cash (in person only)

☐ VISA ☐ Mastercard ☐ personal ☐ corporate

Account Number _____

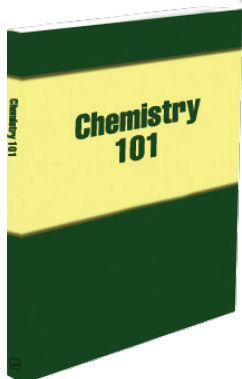
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